

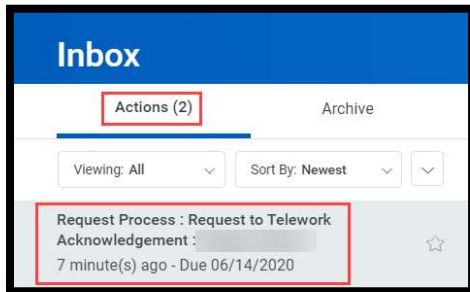


When an employee submits a **Request to Telework Acknowledgment**, you will need to review the request to determine if the request should be approved (done), denied, or is a duplicate of a previous request.

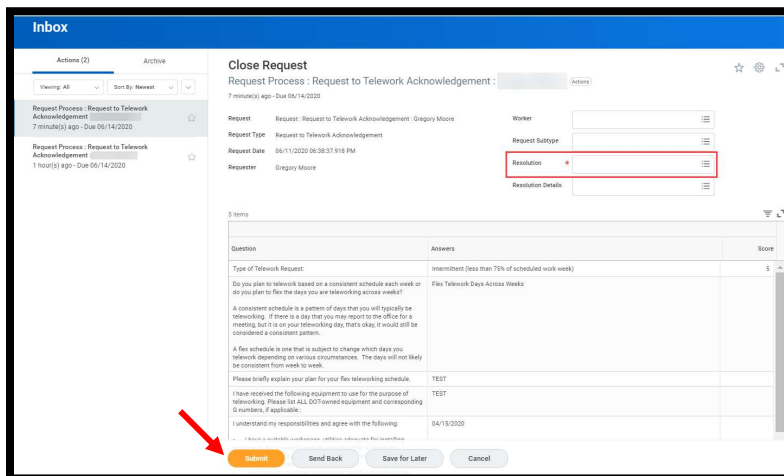
1. On your home page, click the **Inbox** icon 



2. Select the request from your **Actions** list



3. Review the information on the form



4. If the **Consistent Schedule** option was selected, the form will indicate the days each week the employee plans to telework. For employees who selected the **Flex Schedule**, a description of the employee's plan should be reviewed. Ensure the request will not negatively impact your area.

Do you plan to telework based on a consistent schedule each week or do you plan to flex the days you are teleworking across weeks?

**Telework a Consistent Schedule**

A consistent schedule is a pattern of days that you will typically be teleworking. If there is a day that you may report to the office for a meeting, but it is on your teleworking day, that's okay, it would still be considered a consistent pattern.

A flex schedule is one that is subject to change which days you telework depending on various circumstances. The days will not likely be consistent from week to week.

List the day(s) per week requesting to telework: 2. Monday, 3. Tuesday, 4. Wednesday, 5. Thursday, 6. Friday

5. Click in the **Resolution** box and chose an option

Resolution \*

Resolution Details

☐ Denied

☐ Done

☐ Duplicate



**Note:** Select **Done** to approve the request.



**Note:** **Duplicate** stops the process.

6. All other fields can be left blank.

7. Click **Submit**

8. The employee will be notified of your decision via Workday Notification